

# BOARD OF POLICE COMMISSIONERS

1125 LOCUST STREET  
KANSAS CITY, MISSOURI 64106  
816-234-5055  
Fax: 816-234-5333

## MEMBERS

MICHAEL C. RADER  
PRESIDENT

LELAND M. SHURIN  
VICE PRESIDENT

ANGELA WASSON-HUNT  
TREASURER

ALVIN L. BROOKS  
MEMBER

Mayor SYLVESTER "SLY" JAMES, JR.  
MEMBER

DAVID KENNER  
SECRETARY-ATTORNEY

**August 12, 2016**

**Bid No. 2017-2**

## **KANSAS CITY, MISSOURI POLICE DEPARTMENT UNIFORMS**

The Board of Police Commissioners (BOPC), Kansas City, Missouri Police Department, extends an invitation to bid on a one-year contract to provide police uniforms and accessories subject to the conditions and specifications set forth. The first year of the contract will be October 1, 2016 through September 30, 2017, with an option to renew for three additional one-year periods based upon availability of funding and mutually agreeable pricing.

### **TERMS AND CONDITIONS**

1. Only bids received prior to the bid opening time and contained in a sealed envelope marked with the bid number will be considered. This Bid and any Amendments are available at [www.kcpd.org](http://www.kcpd.org), search KCPD A-Z, Bids.

OPENING: Thursday, September 1, 2016, 2:00 p.m.  
Room 200, Police Headquarters Building  
1125 Locust  
Kansas City, Missouri 64106

2. Bids delivered by courier will be accepted by the Purchasing Section, located on the second floor of Police Headquarters. Couriers will be required to sign-in at the first floor guard station. Couriers will be required to show a pictured identification card. A visitor pass will be issued and the courier will be escorted to the second floor.
3. Bids will be received Monday through Friday, 8:00 a.m. to 4:00 p.m. The Kansas City, Missouri Police Department will not be accessible on holidays. **The BOPC will NOT guarantee receipt of bids delivered to Police Department elements other than the Purchasing Section.**
4. BOPC will not accept electronically transmitted bids.
5. The terms successful bidder, supplier and vendor used in the documentation to follow, refers to the company awarded the uniform contract as outlined below.

6. It is the responsibility of the bidder to deliver the bid or bid modifications on or before the date and time of the bid receipt deadline. **Bids will NOT be accepted after the date and time of the closing under any circumstances.**
7. Bidders must submit one (1) original bid document and one (1) complete copy for use during the bid opening and evaluation process. The copy shall be marked COPY.
8. The BOPC strives to notify all bidders of any issued addenda, however, **it is important to note that it remains the responsibility of the bidder to determine if any addenda have been issued and to obtain those addenda prior to submitting their bid response.**
9. The BOPC encourages and recommends that bidders comply with the Affirmative Action Program as administered by the Director of Human Relations, City of Kansas City, Missouri.
10. The BOPC reserves the right to reject any and all bids as well as determine the lowest and best bid.
11. The BOPC encourages and recommends that bidders comply with the "Missouri Domestic Products Procurement Act", 34.350-34.359 RSMo.
12. Continuance of any resulting Agreement, Contract or issuance of Purchase Orders is contingent upon the availability of funding and allocation of City Funds.
13. Final award of bid will be determined through evaluation of the material quality, serviceability, delivery schedule and price.
14. The successful bidder will be required to have a professional police uniform retail store within a twenty (20) mile radius of Police Headquarters, 1125 Locust, Kansas City, Missouri, by the beginning of the contract date. Those bidders with a retail store located within a ten (10) mile radius will be given preference during the evaluation of bids. Prospective bidders, who do not already have an established retail store, but are in the process of establishing one must list an anticipated location.
15. Unless you state to the contrary, it will be understood that bidders will accept an award for all or **ANY** part of this bid.
16. Questions regarding the requirements of this bid must be submitted in writing no later than Thursday, August 25, 2016, 2:00 p.m. Bidders should include their fax number with question submittal. Fax questions to Michael Flavin, Purchasing Section, (816) 234-5307. Clarifications and/or addenda will be faxed to each prospective bidder.
17. BOPC will not accept **ANY** substitutions to the proposed items. Exceptions to the bid terms/conditions and specifications must be clearly noted on a separate sheet of paper entitled Exceptions to Bid. Unless otherwise indicated, it will be assumed that the article proposed is exactly as specified.

18. In order to compare bids, bidders will submit their bids following the format listed below:

Table of Contents

- I. Bid Proposal Form
- II. Bid Specification Sheets
- III. Cooperative Procurement with Other Jurisdictions
- IV. Federal Award Verification Form
- V. Reference Information Sheet
- VI. Vendor Application Information
- VII. W-9 Request for Taxpayer Identification Number and Certification

**PRICING**

19. Prices quoted shall exclude all federal and state excise tax and be F.O.B. our department:

Supply Section  
1900 East 7<sup>th</sup> Street  
Kansas City, Missouri 64124

All items will be delivered without shipping and handling charges.

20. State whether your quotation is net or subject to a cash discount.  
(i.e 2% 10/30)
21. Unit price for each item bid shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the total column for each item bid. In case of a discrepancy between a unit price and extended price, the unit price will be presumed to be correct.
22. The successful bidder shall specify pricing on repairs and/or alterations for new and reissue trousers. Alterations must be completed and ready for delivery within (2) working days.
23. The BOPC will not pay any under or oversize charges for **ANY** of the listed items.
24. Prices quoted for the first year of the contract period will be fixed for each garment. **Bidders should stipulate on Specification Sheet, Page #8, the percentage of any increase of unit cost in effect at the end of the prior twelve-month period.**
25. **Any misquoted prices that a bidder will not honor once bids are opened, will result in their entire bid being withdrawn from consideration.**
26. To exercise any portion of the pre-established price increase at the time of renewal, manufacturing bidders must submit an original letter from the supplier of their raw materials indicating that an equivalent price increase is being levied against the bidder. Retail bidders must submit the same type of letter from their supplier of uniform items.
27. The continuation of the incumbent Contractor(s) in each of the option years is a prerogative of the BOPC and is not a contractual right of the Contractor(s). The BOPC's decision as regards to exercising the option is not subject to appeal.
28. The cost increases after the first year will be scrutinized for validity by comparing those real cost increases with the percentage of increase in the U.S. Consumer Price Index.

29. Price increases deemed as unreasonable by the BOPC will provide basis to re-open the formal bid process.

### **DELIVERY**

30. The successful bidder will make deliveries, at least twice weekly, of ordered uniform items to the Kansas City, Missouri Police Department, Supply Section, 1900 East 7<sup>th</sup> Street, Kansas City, Missouri 64124, at no additional cost to the BOPC.
31. Bidders must accept responsibility for verification of material availability, production schedules, and other pertinent data prior to submission of bid. It is the responsibility of the bidder to notify the BOPC immediately if materials specified are discontinued, replaced, or not available for an extended period of time.
32. Bidder must state a definite time for receipt of uniform items unless otherwise specified in the invitation. The stated period will include Saturdays, Sundays and holidays, and may not exceed forty-five (45) days after the order is placed, unless agreed to in advance by the BOPC.
- A. Payment will not be made until each item listed on the purchase order has been received in good condition.
- B. The BOPC requires that all uniform items ordered be delivered when specified. If deliveries are not made at the time agreed upon, the BOPC reserves the right to cancel or to purchase elsewhere and hold the successful bidder accountable for any damages sustained as a result thereof.

### **AVAILABILITY**

33. The successful bidder is required to be able to supply goods in accordance with the bid specifications on the first day of the contract period.
34. The successful bidder shall be expected to maintain in-stock, available for immediate issue, **a minimum of 30%** of the yearly estimated usage of the uniform contract items as listed in the specifications section.
35. The successful bidder shall be able to fill at least 90%, comparable quantities, of the Department uniform orders from stock garments, while the individual employee is at the vendor's place of business, including the uniform duty jackets. **Approval from the Kansas City, Missouri Police Department Supply Section Supervisor must be obtained, prior to any exception where custom fit garments are required.**
36. All stock sized garments are subject to proper fit including waist, inseam, hips, rise, etc. and material specifications. Successful bidder shall individually measure personnel for proper fit. The BOPC reserves the right to have garments inspected at any given time by a qualified person or agency to determine if the vendor is meeting all required specifications.
37. If the successful bidder is another vendor besides the current vendor, said vendor will have sixty (60) days to reach the minimum stocking requirements.
38. The successful vendor will allow inspection of said stock levels at any time, by a designated department employee, to ensure compliance of the minimum stocking requirement.

## **OPEN/BACK ORDERS**

39. The successful vendor will provide a monthly report depicting all open/back orders.
40. Any items not received within the forty-five (45) day period after order is placed will be subject to cancellation at the discretion of the Supply Section Supervisor at no cost to the BOPC.

## **INVOICING**

41. The supplier will invoice the BOPC for articles of uniform clothing/equipment previously approved for purchase, and/or alteration and delivered to the Supply Section. Partial payments on incomplete work orders/invoices will not be made. Invoices must not be included with the delivery of the products.
42. Invoices shall be forwarded in **triplicate** to:  
  
Board of Police Commissioners  
Accounting Section  
1125 Locust  
Kansas City, Missouri 64106
43. All packing lists and invoices must reference the work order number, Police department employee's name receiving uniform item, the item description, quantity, stock number, contract unit price, extended price, total amount due and purchase order number (if applicable).
44. The pricing on the invoice must match the bid pricing.
45. Invoices shall be received no later than 10-15 days following delivery of uniform items.
46. Credit memos are required for correction of billing errors, return of goods, etc., and should be submitted in the same manner described herein for an invoice.

## **CONTRACTOR SERVICE**

47. The successful bidder must function as the single point of responsibility for the BOPC regardless of any subcontract arrangements for all products and services provided.
48. The successful bidder will be responsible for replacing any and all items determined to be in unacceptable condition, at no cost to the BOPC. This includes shipping costs for returning non-functional items for replacement.
49. The successful vendor will provide a representative, i.e. store manager, to serve as a contact person for the entire contract period.
50. The successful bidder must agree:
  - A. To not allow any uniform components to be delivered to any person(s) except those duly authorized by the BOPC.
  - B. To exercise reasonable security precautions to prevent theft or unauthorized possession of such uniform components.
  - C. To immediately notify the BOPC of any loss or unauthorized possession of any uniform components.

## **PERFORMANCE AND PAYMENT BOND**

The successful bidder will be required to furnish a **Performance and Payment Bond** in an amount equal to one hundred percent (100%) of the contract price within seven (7) days after acceptance of the bid proposal. The bidders shall not include the cost of this bond in their bid submission, but shall note they are bondable for this service and shall state the additional sum, if any, for the performance and payment bond obtained.

## **OTHER TERMS**

Thirty (30) days prior to the completion of the contract, the supplier shall furnish the BOPC with an inventory of items on hand and the said BOPC will have the option to purchase any or all of said items at the prices enumerated in the terms of the contract.

## **TERMINATION OF CONTRACT**

The Kansas City, Missouri Police Department may at any time terminate service from the successful bidder if it is determined that the garments furnished are unsatisfactory, the successful bidder fails to provide the required service, and/or for good cause. The successful bidder will permit cancellation by the BOPC for good cause upon thirty (30) days written notice. Such cancellation shall require approval by the BOPC. The Financial Services Unit Commander may suspend this contract pending subsequent approval of cancellation by the BOPC. Examples of good cause are:

1. Failure to meet availability requirements of 30% estimated usage and 90% of orders filled immediately for individual employees.
2. Failure to meet invoicing requirements.
3. Major changes in user requirements.
4. Repeated unsatisfactory service performed by the successful bidder which is not rectified within a reasonable period of time.
5. Failure to meet alteration requirements.

## **FAILURE TO PERFORM**

In the event the successful bidder fails to perform in accordance with the terms and conditions of this bid, or if applicable, in the event the bidder is unable to perform in accordance with the terms and conditions of this bid, the bidder shall be responsible for any and all additional re-procurement cost to the BOPC.

## **SPECIFICATIONS**

**Please use the attached specification sheets when responding to this bid.**

It should be noted that no substitutions will be accepted regarding the listed specifications.

BOARD OF POLICE COMMISSIONERS

A handwritten signature in black ink that reads "A/Captain Donna Kinder". The signature is written in a cursive, flowing style.

Donna Kinder  
Acting Commander  
Financial Services Unit

## SPECIFICATIONS

Alamar Uniforms, 207 Armour Road, North Kansas City, Missouri is the current uniform vendor.

Specifications as shown are the minimum requirements.

All garments **must conform** to the attached specifications in all respects. All bidders are directed to take special note of the **rigid requirements** of these specifications as to style and workmanship.

All uniform items are to be warranted for at least one (1) year against workmanship and fabric defects.

The successful bidder must provide new supplies. New, as used in this clause, means previously unused materials. Material includes but is not limited to, raw material, parts, items, components and end products. Bidder submission of other than new materials may be cause for rejection of the bid.

All garments will be finished with a sewn on, woven label, permanently affixed. The label will include correct fiber content identification and sizing information.

**THE BOPC WILL NOT ACCEPT NOR PAY ANY UNDER OR OVERSIZE CHARGES. ALL SIZES MUST BE BID IN ONE LOT PRICING.**

Bidder shall specify pricing on repairs and/or alterations on new/reissue trousers. **There will be no charge for sewing on of patches, sewing on of stripes and sewing on leather tabs.**

Any uniform item or items specified in the context of this bid may be excluded and/or other items may be included depending on any unforeseen changes.

It is understood and agreed that the successful bidder shall make such arrangements to provide the following at the time the bid is awarded:

- A. Person(s) to take necessary measurements who are proficient to take such measurements.
- B. Person(s) to fit the articles of uniform and make such alterations of same as may be deemed necessary as herein provided.
- C. Size based on individual measurements taken.
- D. Adequate shelving and racks for the proper care of said articles of uniforms.
- E. Provide these services five (5) working days a week with regularly accepted working hours each day.
- F. Provide delivery of ordered uniform items to the Supply Section. Deliveries to be made a minimum of two (2) times a week.



Minimum and maximum number of uniform items to be ordered cannot accurately be determined. As of August 1, 2016 the employee count for the Kansas City, Missouri Police Department stood at 1,330 law enforcement and 525 civilian personnel. Of those employees, approximately 970 law enforcement and 250 civilian members were classified as uniformed personnel. Listed below is the ESTIMATED usage of required uniform items for the period October 1, 2016 through September 30, 2017:

<u>ITEM#</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>
1.	Short Sleeve Shirt (Dac/Rayon)	1,127
2.	Long Sleeve Shirt (Dac/Rayon)	1,127
3.	Short Sleeve Shirt (Dac/Wool)	270
4.	Long Sleeve Shirt (Dac/Wool)	270
5.	BDU Long Sleeve Shirt, Dark Navy Blue	25
6.	Black BDU Shirt	20
7.	Tactical Shirt, Unisex, 5.11	170
8.	Bike Shirt, Short Sleeve	10
9.	Bike Shirt, Long Sleeve	10
10.	Law Enforcement Trouser	1,072
11.	Dark Navy Utility Pants	100
12.	Civilian Trousers	50
13.	Black BDU Pants	300
14.	Lined Bicycle Pants	10
15.	Uniform Shorts, 5.11	45
16.	Uniform Pants, 5.11	450
17.	EMS Pants, 5.11	50
18.	Navy Insulated Coverall, Long Sleeve	15
19.	Black Duck Insulated Coverall, Long Sleeve	45
20.	Clip-on Tie	390
21.	Uniform Duty Jacket	250
22.	Commander's Battle Jacket	10
23.	Leather Motorcycle Jacket	20
24.	*Bicycle Jacket, United	15
25.	Full Length Reversible Raincoat	100
26.	Rain Jacket	10
27.	Rain Pants	10
28.	Officer Uniform Patrol Cap (Complete)	100
29.	Commander's Cap	15
30.	Watch Cap (Stocking)	410
31.	Ball Cap, Gore-Tex	250
32.	Motorcycle Boots Semi-Custom	10
33.	Riding Boots, Boston Mounted Patrol	10
34.	Danner Boots	45
35.	Danner Boots, Fort Lewis	15
36.	Dress Shoe, Bates	15
37.	Traffic Vest, High-Visibility, ANSI/ISEA Certified	300
38.	Winter Jacket, Carhartt, J131	10
39.	Winter Jacket, Carhartt, J141	10

**••ACTUAL USAGE MAY INCREASE/DECREASE DURING THE CONTRACT PERIOD••**

\* Item has an authorized alternate. Department approval is needed for this item to be used in the event of extended delays on delivery of specified United Uniform item.

The BOPC at times conducts wear tests of Summer Uniform items. These items could be added to this contract at a later date.

## **NO SUBSTITUTIONS EXCEPT FOR APPROVED ALTERNATES LISTED**

### **CURRENT GARMENT & SUMMARY SPECIFICATIONS**

#### **SHIRTS**

##### **Item #1**

###### **Uniform Shirt, Dac/Ray, Men's Short Sleeve: Flying Cross #95 R 6626**

- 65% Polyester / 35% Rayon, French Blue in color. Delta Mills 9200-2160
- Sizing to cover from 14-inch neck through 20-inch neck
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

###### **Uniform Shirt, Dac/Ray, Women's Short Sleeve: Flying Cross #252 R 6626**

- 65% Polyester / 35% Rayon, French Blue in color. Delta Mills 9200-2160
- Sizing to cover from bust size 30 through 48
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

##### **Item #2**

###### **Uniform Shirt, Dac/Ray, Men's Long Sleeve: Flying Cross #45 W 6626**

- 65% Polyester / 35% Rayon, French Blue in color. Delta Mills 9200-2160
- Sizing to cover from 14 inch neck through 20 inch neck
- Sleeve lengths from 31 inches to 36 inches
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

###### **Uniform Shirt, Dac/Ray, Women's Long Sleeve: Flying Cross #202 W 6626**

- 65% Polyester / 35% Rayon, French Blue in color. Delta Mills 9200-2160
- Sizing to cover from bust size 30 through 48
- Sleeve lengths in up to three lengths per bust size. Vendor should specify the number of sleeve lengths available through the manufacturer they are offering.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

Item #3

Uniform Shirt, Dac/Wool, Men's Short Sleeve: Flying Cross #55 R 8726

- 75 % Dacron Polyester / 25 % Worsted Wool.
- French Blue in color
- Sizing to cover from 14-inch neck through 20-inch neck
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

Uniform Shirt, Dac/Wool, Women's Short Sleeve: Flying Cross #155 R 8726

- 75 % Dacron Polyester / 25 % Worsted Wool.
- French Blue in color.
- Sizing to cover from bust size 30 through 46.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

Item #4

Uniform Shirt, Dac/Wool, Men's Long Sleeve: Flying Cross #05 W 8726

- 75 % Dacron Polyester / 25 % Worsted Wool.
- French Blue in color.
- Sizing to cover from 14 inch neck through 20 inch neck.
- Sleeve lengths from 31 inches to 36 inches.
- Sizes described, to be stock available, that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

Uniform Shirt, Dac/Wool, Women's Long Sleeve: Flying Cross #105 W 8726

- 75 % Dacron Polyester / 25 % Worsted Wool.
- French Blue in color.
- Sizing to cover from bust size 30 through 46.
- Sleeve lengths in two lengths per bust size.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided chevrons to be sewn on as needed.

Item #5

BDU Shirt, 65/35 Poly/Cotton, Unisex Long Sleeve: Elbeco G924

- Dark Navy Blue in color.
- Sizing to cover Small through 3X-Large in regular and tall lengths.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided patches and chevrons sewn on as needed.

BDU Shirt, 65/35 Poly/Cotton, Unisex Long Sleeve: Elbeco G924

- Dark Navy Blue in color.
- Sizing to cover from 30" to 44" in regular and tall lengths.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided patches and chevrons sewn on as needed.

Item #6

BDU Shirt, 100% Ripstop Cotton, Unisex Long Sleeve: Tru-Spec #1405

- Black in color.
- Two (2) pocket shirt.
- Sizing to cover Small through 3X-Large in regular and tall lengths.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Department provided patches and chevrons sewn on as needed.

Item #7

Uniform Shirt, 5.11, Long Sleeve Tactical Shirt, 72157

- Dark Navy Blue in color.
- Sizing to cover Small through 3X-Large in regular and tall lengths.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

Uniform Shirt, 5.11, Short Sleeve Tactical Shirt, 71152

- Dark Navy Blue in color.
- Sizing to cover Small through 3X-Large in regular and tall lengths.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

Item #8

Polo Uniform Shirt, Two Tone Short Sleeve w/Scotchlite, Royal/Navy, Blauer #8133-65

- Navy in color.
- B.COOL Moisture Wicking Fabric
- Knit sport collar made from same fabric as body.
- Reinforced Epaulets topstitched at points.
- Pleated patch pockets secure with zipper.
- 3 button placket.
- Front and back reflective POLICE lettering.
- Department provided patches and chevrons sewn on as needed.
- Sizing to cover X-Small through 5X-Large.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

Item #9

Polo Uniform Shirt, Two Tone Long Sleeve Polo w/Scothlite, Royal/Navy, Blauer # 8143-65

- Navy in color.
- B.COOL Moisture Wicking Fabric
- Knit sport collar made from same fabric as body.
- Reinforced Epaulets topstitched at points.
- Pleated patch pockets secure with zipper.
- 3 button placket.
- Front and back reflective POLICE lettering.
- Department provided patches and chevrons sewn on as needed.
- Sizing to cover X-Small through 5X-Large.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

## **TROUSERS**

Item #10

LE Trousers, Dac/Wool, Men's: Horace Small #X13542

- Navy in color
- Flexible waistband 2 1/2 inches to accommodate gun belt, two (2) hook & eye fasteners.
- 3 inch Cool Max waist band.
- One inch French Blue stripe over out seam.
- Flashlight etc. Pocket to be installed on left leg.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available, that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to officer's preference, while he waits.

LE Trousers, Dac/Wool, Women's: Horace Small #X13542L

- Navy in color
- Flexible waistband 2 1/2 inches to accommodate gun belt, two (2) hook & eye fasteners.
- 3 inch Cool Max waist band.
- One inch French Blue stripe over out seam.
- Flashlight etc. Pocket to be installed on left leg.
- Two small, discrete, elastic inserts in waistband for comfort.
- Sizing to cover waists from size 2 through 24.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to officers preference, while she waits.

Item #11

Utility Pants With Side Pockets, 7oz. Cotton Blend/Fine Twill, Men's: Elbeco E234

- Dark Navy in color.
- Must have 6 pockets, one double pockets on outside of thighs (outer compartment with hook & loop sealed flap, inner compartment with security zipper closure) plus two quarter front pockets, and two rear pockets with button-tabs.
- Elastic waistband with silicone shirt grip.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he waits.

Utility Pants W/Side Pockets, 7 oz. Cotton Blend/Fine Twill, Women's: Elbeco E9234

- Dark Navy in color
- Must have 6 pockets, one double pockets on outside of thighs (outer compartment with hook & loop sealed flap, inner compartment with security zipper closure) plus two quarter front pockets, and two rear pockets with button-tabs.
- Elastic waistband with silicone shirt grip.
- Sizing to cover waists from size 4 through 28.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while she waits.

Item #12

Civilian Trousers, Dac/Cotton, Men's: Redkap PT10TNRK

- Khaki in color.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he waits.

Civilian Trousers, Dac/Cotton, Women's: Redkap PT61KH

- Khaki in color
- Elastic back for comfort
- Sizing to cover waists from size 4 through 28
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while she waits.

Civilian Trousers, Dac/Cotton, Men's: Redkap #PT10NVRK

- Navy in color.
- One inch burgundy stripe over out seam.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he waits.

Item #12 continued

Civilian Trousers, Dac/Cotton, Women's : Redcap #PT61NVRK

- Navy in color
- One inch burgundy stripe over out seam.
- Elastic back for comfort
- Sizing to cover waists from size 4 through 28
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while she waits.

Item #13

BDU Pants, 100% Ripstop Cotton Blend, Unisex, Tru Spec #1405

- Black in color.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he or she waits.

Item #14

FlexForce Bike Pants, Dark Navy, Blauer #8822Z

- Dark Navy in color
- Elastic waistband w/button and zipper.
- Four snap belt keepers
- Two large bellows style front pockets
- Two rear zippered patch pocket
- Side zippers straps on lower legs
- Sizing to cover 28 through 52.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

Item #15

Uniform Shorts, 5.11, 73285-055

- Khaki in color.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

Item #16

Uniform Pants, 5.11 74251-055, Khaki

- Khaki in color.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he waits.

Item #16 Continued

Uniform Pants, 5.11 74251-728, Navy Blue

- Navy Blue in color.
- Sizing to cover waists from 28 through 54.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he waits.

Item #17

EMS Pants, 5.11 74310-724, Navy Blue

- Navy Blue in color.
- Unisex
- Sizing to cover waists from men's 28 through 54 and women's 2 through 24.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.
- Inseam lengths to be fitted and sewn to preference, while he waits.

Item #18

Insulated Coverall, Long Sleeve, 65/35 Poly/Duck Cotton, Men's: Berne Apparel # I417NV

- Navy in color.
- Department provided patches and chevrons sewn on as needed.
- Sizing to cover Small through 3X-Large.
- Sizes described, to be stock available that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

Item #19

Insulated Coverall, Long Sleeve, 65/35Poly/Duck Cotton, Men's: Berne Apparel #I417BK

- Black in color
- Corduroy collar
- Knit cuffs inside insulated sleeve
- Double placket, zipper w/snaps
- Zipper pockets
- Zipper on side of leg
- Department provided patches and chevrons sewn on as needed.
- Sizing to cover Small through 3X-Large.
- Sizes described, to be stock available, that can be ordered at any time in any quantity.
- Vendor must be able to accommodate, through special orders or alterations sizes not specified above.

**NECKWEAR**

Item #20

Clip On Ties, Dac/Wool, Unisex: Samuel Broome #45015-61

- Navy Blue in color.
- Must have buttonhole feature.
- Sizes: Regular, Long, Extra Long, Ladies



## DUTY JACKET

### Item #21

#### Flying Cross Public Safety Jacket #79900GTX w/32700A 10 Thinsulate Liner

- Navy Blue in color.
- Sizing to cover X-Small through 3XL, Short, Regular & Long.
- Thinsulate removable liner.
- Department provided emblems to be sewn on.
- Buttons: Metropolitan Police buttons, one (1) small on each epaulet, one (1) small in center of each pocket flap. Silver buttons for officers, gold for supervisory personnel.

### Item #22

#### Commander's Battle Jacket, Dac/Wool, Men's: Alamar #KCMTM

- Navy Blue in color.
- Dress Eisenhower model must match current acceptable model.
- Outer goods composed of Raeford Mills Fabric #646-96, 55% Dacron, 45% Wool, 16 1/2 - 17 ounce, Elastique, Two Ply.
- Lining: 120 Count Rayon Satin. Colorfast and treated to resist perspiration.
- Design: The jacket shall be Eisenhower model with peak lapels. Coat construction shall be used throughout. Body and sleeves are to be fully lined. There will be four (4) buttons on the front unless the size of the jacket dictates a greater or lesser amount.
- Body Detail: The front shall be plain style with patch pockets with flaps, epaulets, and a badge tab and interlined with a facing strip of Pellon. The inside facing is to be made of the same goods as the outer fabric and shall have an opening for access to button toggles. The back is to be a bi-swing back with a separate waistband 2 1/2 inches wide with elastic inset on each side. The shoulders are to have pads and sleeve heads. Closure on the front, below the buttons, at waistband level will be two (2) hidden snaps.
- Sleeves: The sleeves shall be regular coat style, set in with single needle having a minimum two (2) inch hem and the bottom of the sleeves shall be lined with leather. Extra reinforced patches at elbow, same color and fabric as jacket.
- Sleeve stripe according to rank.
- Pockets: There shall be two (2) outside patch pockets measuring approximately 5 inches wide and 6 1/2 inches deep, with box pleats and scalloped flaps.
- Collar: The collar shall be interlined with Pellon.
- Epaulets: The epaulets shall be made of outer goods and shall be sewn into the sleeve seams, box stitched, and tacked to the jacket at the neck.
- Badge Tab: The badge tab shall be made of outer goods, 1 inch wide, with two (2) metal eyelets spaced 1 inch apart and is to be centered above the left pocket flap.
- Buttons: Gold "Metropolitan Police" buttons, four (4) large on front, two (2) small on each sleeve, one (1) small on each epaulet, and one (1) small in center of each pocket flap.
- Thread: All sewing is to be done with polyester core thread.
- Finishing and Pressing: The jacket shall be made in first class workmanlike manner with all loose threads removed. The jacket shall be pressed and shaped properly.
- Size Tag: Marked with lot number, size, fiber content, WPL #, and shall have a care instruction label sewn in it.
- Sizing to cover chests from 38 to 54 in Short, Regular, Long, Extra Long.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.
- Delivery within sixty (60) days after receiving order.

Item 22 continued

Commander's Battle Jacket, Dac/Wool, Women's: Alamar # KCMTM

- Navy Blue in color.
- Dress Eisenhower model must match current acceptable model.
- Sleeve stripe according to rank.
- Sizing to cover from bust size 32 through 46.
- Same specifications as Men's Jacket, except for sizes.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.
- Delivery within sixty (60) days of after receiving order.

Item #23

Leather Motorcycle Jacket, Men's: Taylor Leather Company #G4471

- Black in color.
- Sizing to cover chests from 38 to 54.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.

Item #24

Bicycle Jacket, Hydro Tex Waterproof, United Uniform #9510

- Royal Navy in color.
- Sizing to cover chests from 38 to 54.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.

Alternate (Must have Department approval)

Bicycle Jacket, Waterproof, Mocean Velocity 2, #5050AC

- Royal/Navy in color.
- Sizing to cover chests from XS through 4X.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.

Item #25

Full Length Reversible Raincoat, Unisex: Blauer #26990

- Black reversing to Orange.
- Sizing to cover X-Small through 3XL Regular & Long.

Item #26

Raincoat, Unisex: Spiewak S578V

- Fluorescent Lime Green in color with scotchlite.
- Sizing to cover X-Small through 3XL Regular & Long.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.

Item #27

Rain Pant, Unisex: Spiewak S1655V

- Fluorescent Lime Green in color with scotchlite.
- Sizing to cover X-Small through 3XL Regular & Long.
- Vendor must be able to accommodate, through special order or alterations sizes not specified above.

## HEADWEAR

### Item #28

#### Officer's Uniform Patrol Cap, Unisex: Bayly Cap # 978635

- Navy cap top, octagonal in shape with top removable from frame.
- Covers (tops) to be available separately.
- Clear plastic rain covers available for fabric cover.
- Hat band - 3/4 inch black leather adjustable band secured with 2 gold "Metropolitan Police" buttons.
- Gold 1/2" braid for Sergeants hat to be available.
- Cap frames to be manufactured by Kant Krock or equivalent, bill of caps to black leather, capable of being polished.
- NO patent leather bills will be accepted.
- White vinyl cap top, octagonal shape for Traffic Officers.

### Item #29

#### Commander's Cap, Unisex: Bayly Cap # 978640

- To have gold 1/2 inch braid across bill and secured with 2 gold Metropolitan Police buttons.
- Gold leaf decoration on bill, bill to be 2 inch cover with felt-like fabric.
- Cap frames for Assistant Chief & Deputy Chief to have gold band all the way around cap frame.
- Command staff caps to have rank of - Captain, Major, Deputy Chief or Chief sewn on the front of the cap in gold bullion.

### Item #30

#### Watch Cap with liner, Unisex: Blauer #125XCR

- Navy Blue in color.
- Using W.L. Gore windproof liner - Windstopper

### Item #31

#### Ball Cap with Embroidery & Waterproof, Unisex: Madhatter A/E KCPD

- Navy Blue in color.
- Baseball style cap with Gore-Tex liner.
- Embroidered one (1) inch block letter in Silver KCPD.

#### Ball Cap with Embroidery & Waterproof, Unisex: Madhatter A/E KCPD

- Navy Blue in color.
- Baseball style cap with Gore-Tex liner.
- Embroidered one (1) inch block letter in Gold KCPD.

## BOOTS / SHOES

### Item #32

#### Motorcycle Boots, Semi-Custom, Men's: Dehner Company, Inc. #DSCMB

- Black in color.
- Sizing to cover Medium/Wide 7-12, 13, 14, 15.

### Item #33

#### Riding Boot, Dehner, Boston-Custom,

- Black in color.
- Sizing to cover Medium/Wide 7-12, 13, 14.
- Custom sizing required for each order.

### Item #34

#### Duty Boots, Men's: Danner Company #21210

- Black in color.
- Sizing to cover Medium/Wide 7-12, 13, 14, 15, 16.

Item #35

Duty Boots, Men's: Danner Company, Fort Lewis #96110

- Black in color.
- Sizing to cover Medium/Wide 7-12, 13, 14, 15, 16.

Item #36

Dress Shoe, Unisex, Bates #942

- Black in color.
- Durashock insole system.
- Sizing to cover Medium/Wide 7-12, 13, 14.

## TRAFFIC VEST

Item #37

Traffic Vest, Unisex: Blauer 339P

- Blue in color.
- Yellow reflective stripes
- Word POLICE in blue block letters

Item #38

Jacket, Carhartt, J131

- Tan or Navy
- Sizes small through 3XL

Item #39

Jacket, Carhartt, J141

- Tan or Navy
- Sizes small through 3XL

**BID PROPOSAL FORM**

**TO: Board of Police Commissioners  
Kansas City, Missouri Police Department  
C/O Financial Services Unit, 2<sup>nd</sup> Floor  
1125 Locust  
Kansas City, Missouri 64106**

**FROM:** \_\_\_\_\_  
Name of Bidder

\_\_\_\_\_

Address of Bidder

\_\_\_\_\_

City, State, Zip

**FOR: Kansas City, Missouri Police Department  
Police Uniform Contract  
1125 Locust  
Kansas City, Missouri 64106**

**Bid No. 2017-2 Police Uniforms**

It is understood and agreed between the parties hereto that the source of the supply of the material for uniforms furnished by the Supplier will comply with the sections of the SPECIFICATIONS relating thereto, which are made a part hereof and Supplier will not change source of supply without prior approval of the Board of Police Commissioners. The primary Principal Contract Officer (PCO) for the Board of Police Commissioners is Michael Flavin. All product changes, substitutions, pricing, invoice conflicts or other discrepancies must go through the PCO.

Supplier will not sell, assign, transfer, or convey any of its rights in the contract except with the written consent of the Board of Police Commissioners.

In case of conflict in the language of said proposal and/or specifications of this contract, the terms and conditions of the contract will be final and binding on both parties hereto.

I have read and understood the terms and conditions stated herein and will comply with all terms and conditions, including the stated delivery requirements, and further, certify that I am an authorized representative of the listed company and have the authority to commit to these terms and conditions.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name & Title**

\_\_\_\_\_  
**Signature**

## Specification Sheet

Bid No. 2017-2

Page #1

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Brand & Country of Origin	Unit Price	Total
		Provide unit pricing for the following items. Pricing must be firm for the entire first year of the contract, October 1, 2016 through September 30, 2017.			
		Vendors will comply with the detailed specifications for each item. Specify brand bid next to each item listed on the adjoining pages.			
		<u>The BOPC will not pay any under or over size charges for any of the listed items.</u>			
		Quantities listed on bid specification sheets are estimated usage for previous contract year. These figures do not reflect quantities that will be ordered immediately upon award of bid. Quantities may increase or decrease for this contract period.			
		ITEMS ARE AS SPECIFIED – NO SUBSTITUTIONS			

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Specification Sheet

Bid No. 2017-2

Page #2

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Brand & Country of Origin	Unit Price	Total
1	1127	Uniform Shirts, Short Sleeve, (Dacron/Rayon) Flying Cross French Blue, Item # 95 R 6626 (Men). Flying Cross French Blue, Item # 252 R 6626 (Women).			
2	1127	Uniform Shirts, Long Sleeve, (Dacron/Rayon) Flying Cross French Blue, Item # 45 W 6626 (Men). Flying Cross French Blue, Item # 202 W 6626 (Women).			
3	270	Uniform Shirts, Short Sleeve, (Dacron/Wool) Flying Cross French Blue, Item # 55 R 8726 (Men) Flying Cross French Blue, Item # 155 R 8726 (Women)			
4	270	Uniform Shirts, Long Sleeve, (Dacron/Wool) Flying Cross French Blue, Item # 05 W 8726 (Men) Flying Cross French Blue, Item # 105 W 8726 (Women)			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Total \$ \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Specification Sheet

Bid No. 2017-2

Page #3

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Brand & Country of Origin	Unit Price	Total
5	25	BDU Shirts, Long Sleeve, Men/Women Dark Navy. Elbeco Tactical Style G924 Dark Navy			
6	20	BDU Shirts, Long Sleeve, Black, Tru-Spec 100% Cotton #1405			
7	170	Tactical Shirt, Short Sleeve, Unisex, 5.11, 72152, Dark Navy Blue Tactical Shirt, Long Sleeve, Unisex, 5.11, 72157, Dark Navy Blue			
8	10	Blauer 8133-65 Short Sleeve Polo			
9	10	Blauer 8143-65 Long Sleeve Polo			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Total \$ \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_



## Specification Sheet

Bid No. 2017-2

Page #4

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Brand &Country of Origin	Unit Price	Total
10	1072	Law Enforcement Trousers, Horace Small, Male/Female X13542 (Men), X13542L (Women)			
11	100	Utility Pants, Mens, Dark Navy, Elbeco E234/RN Utility Pants, Womens, Dark Navy, Elbeco E9234/LC			
12	50	Civilian Trousers, Khaki, Redkap PT10TNRK (Men), PT61KH (Women) Redkap, Navy Blue, PT10NVRK (Men), PT61NVRK (Women)			
13	300	BDU Pants, Black, Unisex, Tru-Spec #1405			
14	10	Zip Off Bike Pants, FlexForce, Blauer #8822Z			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Total \$ \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Specification Sheet

Bid No. 2017-2

Page #5

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Country of Origin	Unit Price	Total
15	45	Tactical Short, 5.11, 73285-055, Khaki			
16	450	Tactical Pant, 5.11, 74251-055, Khaki Tactical Pant, 5.11, 74251-728, Navy			
17	50	EMS Pant, 5.11, 74310-724, Navy Blue, Unisex			
18	15	Insulated Coverall, Long Sleeve, Berne Apparel #I417NV, Navy			
19	45	Insulated Coverall, Long Sleeve, Berne Apparel #I417BK, Blk			
20	390	Clip-on Tie, Samuel Broome, 45015-61, Navy Blue			
21	250	Uniform Duty Jacket, Unisex, Flying Cross Public Safety Jacket #79900GTX with #32700A 10 Thinsulate Liner			
22	10	Commanders Battle Jacket, KCMTM			
23	10	Leather Motorcycle Jacket, Taylor Leather Co. #G4471			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Total \$ \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Specification Sheet

Bid No. 2017-2

Page #6

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Brand & Country of Origin	Unit Price	Total
24	15	Hydro-Tex Waterproof Bike Jacket, United Uniforms #9510, Royal Navy Blue			
	15	* Alternate Mocean Velocity 2 # 5050 AC			
25	100	Full Length Reversible Raincoat, Blauer 26990			
26	10	Motorcycle Rain Jacket, Spiewak S578V			
27	10	Motorcycle Rain Pants, Spiewak S1655V			
28	100	Officer Uniform Patrol Cap (Complete) Bayly Cap # 978635			
29	15	Commander Cap, Bayly Cap #978640			
30	410	Watch Cap with Liner, Blauer 125XCR			
31	250	Ball Cap, Gore-Tex, Unisex, Madhatter A/E KCPD			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Total \$ \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Specification Sheet

Bid No. 2017-2

Page #7

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Brand & Country of Origin	Unit Price	Total
32	10	Motorcycle Boots, Semi-Custom, Dehner #DSCMB			
33	10	Riding Boots, Dehner, Boston-Custom			
34	45	Duty Boot, Black, Danner 21210			
35	15	Duty Boot, Black, Danner Fort Lewis 96110			
36	15	Dress Shoe, Black, Bates 942			
37	300	Traffic Vest, Blauer 339P Breakaway Vest, ANSI/ISEA 201-2006 Certified			
38	10	Jacket, Carhartt, J131			
39	10	Jacket, Carhartt, J141			
		Provide pricing for alterations on reissue trousers on a separate sheet.			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Grand Total \$ \_\_\_\_\_

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## Specification Sheet

Bid No. 2017-2

Page #8

Opening Date: Thursday, September 1, 2016, 2:00 p.m.

Item #	Quantity	Description/Brand	*Country of Origin	Unit Price	Total
		Bidder stipulates that the total increase per unit price at the time of each renewal will not exceed ____% of the price in effect at the end of the prior twelve-month period.			
		Direct all inquiries to Mike Flavin (816) 234-5353			

\*Specify if product produced, manufactured, or assembled in country other than the U.S.A.

Bid Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Bid No. 2017-2 Police Uniforms**

### **COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:**

1. This section is optional, it will not affect bid award. If the Board of Police Commissioners awarded you the proposed contract, would you sell the exact items as specified in this proposal, under the prices and terms of this contract to any Municipal, County, Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) and located within the Greater Kansas City Metropolitan Trade Area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Contract).

YES \_\_\_\_\_ NO \_\_\_\_\_

INITIALS: \_\_\_\_\_

2. Sales will be made in accordance with the prices, terms, and conditions of the Invitation for Proposal and any subsequent term contract.
3. There shall, however, be no obligation under the cooperative procurement agreement for any organization by MACPP to utilize the proposal or contract unless they are specifically named in the Invitation for Proposal as a joint respondent.
4. All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other contract administration will be the responsibility of the ordering jurisdiction.
5. The principal contracting officer (PCO) is responsible to handle the solicitation and award the contract. The Board of Police Commissioners has sole authority to modify the contract and the PCO to handle disputes regarding the substance of the contract. The PCO is Michael Flavin, Kansas City, Missouri Police Department.
6. Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

# Federal Award Verification Form

Name of Company

\_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_ (\_\_\_\_) \_\_\_\_\_

We hereby certify:

Vendor certifies that neither it nor its principals are suspended or debarred from contracting for goods or services that are purchased from federal awards.

\_\_\_\_\_  
Signature of Authorized Person Certifying

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

# REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

1. Company Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Description of services and or products purchased through your company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Company Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Description of services and or products purchased through your company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## REFERENCE INFORMATION SHEET

List current customer references that acquired services and products from your company.

3. Company Name:

---

Address:

---

---

Contact Person:

---

Phone Number:

---

Description of services and or products purchased through your company:

---

---

---

4. Company Name:

---

Address:

---

---

Contact Person:

---

Phone Number:

---

Description of services and or products purchased through your company:

---

---

---

**VENDOR APPLICATION / INFORMATION UPDATE FORM  
KANSAS CITY, MISSOURI POLICE DEPARTMENT**

**Name of Organization (as registered with IRS):**

Registered Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Web Site: \_\_\_\_\_ Email: \_\_\_\_\_

**List Any applicable "Doing Business As" ("DBA") Names:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor Category:**

☐ Manufacturer ☐ Wholesaler ☐ Retailer ☐ Distributor ☐ Service

**Vendor Type:**

Individual      Partnership      Corporation

**Minority Business:** ☐ Yes ☐ No

Type: ☐ African American ☐ Asian ☐ American Indian ☐ Hispanic

☐ Other (Specify: \_\_\_\_\_)

**Woman Owned Business:** ☐ Yes ☐ No

If you answered yes to either of the above questions, You **MUST** indicate below the primary agency with which your special status is registered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Terms:**

**Old Addresses:** If this is an update request, there may be an attached list of all addresses currently on file for your company. If so, please make any corrections or deletions directly on the sheet and return it with this form.

**New Addresses:** Please list **ALL** addresses, not on the above-mentioned attachment, for your company on a separate sheet. You must clearly indicate to which address orders and bids should be sent and to which addresses payments should be sent. If any part of your "DBA" names has addresses associated with them, please indicate. Each address **MUST** have an accompanying phone number (including FAX number if applicable)

**W-9 Information:** You **MUST** complete and return the enclosed Form W-9 regardless of whether or not you will be providing any services you feel qualify you to receive a Form 1099. If you are incorporated, please indicate so in the name block and in the vendor type of the form.

**Date You Signed This Form:** \_\_\_\_\_

\_\_\_\_\_  
**Name, Title and Phone Number of Person Completing This Form:**

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	<b>BOARD OF POLICE COMMISSIONERS 1125 LOCUST STREET KANSAS CITY, MISSOURI 64106</b>
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number	
	-  -
or	
Employer identification number	
	-

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

## What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

**a. Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note. ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

**b. Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

**c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

**d. Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Line 2**

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

**Line 3**

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

**Limited Liability Company (LLC).** If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

**Line 4, Exemptions**

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

**Exempt payee code.**

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note.** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

**Line 5**

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

**Line 6**

Enter your city, state, and ZIP code.

**Part I. Taxpayer Identification Number (TIN)**

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

**\*Note.** Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.